P 6

G. R. S. 58]

Previous references.

1916.

File No. 350-15

Serial Nos. 1-2

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

1

Part B for Febry. 1916.

SUBJECT.

Instructions for the proper submission of indents for stationary & forms.

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2. To Heads of Depts: &c.

Issued ———

W D 1351—GPB—20,000—18-12-15

G. R. S. 11] 1915-16

GENERAL AND REVENUE SECRETARIAT.

(Misc)

NOTES.

GM File No. 350 / 15-16

FILE HEADING.

Instructions for the proper submission of indents for Stationery Items

From

The Supdt Govt Stationery

No. 864 Dated 23-12-15 Received 24-12-15

Diary No. 5413	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

States that the proper designations of Officers & Departments are not clearly given in indents & requesting that instructions may be issued for Officers with several Offices under them that the full name of the particular Office for which Stationery is required may be given without fail in all indents

NOTES AND ORDERS.

Submitted with a copy of the Stationery rules. The complaint now made means nothing more than that the headings printed on Stationery indents are not properly filled up by indentors.

NOTES—First Sheet.

GPB—20,100 - 8 S-14

G. R. S. 12]

5413

General and Revenue Secretariat. | File No. 350 of 1915-16

Serial No.

Flag D

ing Officers (vide appendix D of Stg Rules Subd for orders.

RB 27/12/15 — Put up a draft for issuing his attention & indenting Offrs to the omissions complained of by the Supdt

29/12-15

3 Draft Ltr & Circular may this be issued?

RB 8/1/16 — The draft is submitted for approval

First Member

11/1-1916

Draft appd by First Member 19.1.16.

MCS

Issued 21/1

21/1-16

2 To The Heads of Departments
" Deputy Commissioners of all Dists.
" Supdt Govt Press

No. G 10941-90 & 3-2-16.

With reference to all the attention of all indenting officers is invited to the necessity of filling up in the forms of indents in detail and to maintain proper accounts of issue and also to direct the consignment to the proper institutions. In Con-

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

GM. File No. 350 of 1915.

Serial No.	
	idents to by officers or branches subordinate to them de tailed information should be furnished regarding the particular officer or branch.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

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GPB—2,000—21-11-14

V/21/12/Pr

No. 884

OFFICE OF THE SUPERINTENDENT,
MYSORE GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 20/12/15

DIARY No. 5713

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.

RECEIVED 19 16
P. M.
FILE No. 350—15
1

To

V. R. Thyagaraja Iyer, Esq., M.A.,

Offg: Secretary to Government, General Department

Bangalore.

SIR,

I have the honor to inform that indents for stationery and forms cannot be easily identified in some cases when proper designations of the departments are not given on the indents. For instance, if an indent has to be sent for the requirements of the Maramath or other departments under the Deputy Commissioner, it is merely semt under the designation of the 'Deputy Commissioner' without expressly stating for what department it is intended. Similarly for the use of the District Criminal Courts, Bench Magistrates' Courts and Lock-up offices, separate indents are sent under the designation of 'District Magistrate'. These cause some confusion in the matter of maintaining proper accounts in the office and of the consignments reaching their respective destinations in time.

I request therefore that officers having several departments or subordinate offices under them for which indents are separately sent, may be requested to specify the departments ~~the departments~~ for which the indents are made.

I have the honor to be,
Sir,
Your most obedient servant,

C. H. Yates

V.S.

Superintendent of Stationery.

kp

G.R.S. 28]

Sm File No. 350/15-16
Serial No. 2

Diary No. of letter replied to 5413

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* . 191 .

Date of issue 3-2-16

Signed by Hur. B. S. Rao

READ—

Letter No 884 dated 20th Dec 1915 from the Supdt Govt Stationery bringing to notice the difficulty in identifying indents for Stg and forms meant for several ~~ORDER THEREON. No.~~ Offices owing to information not being furnished in the indents regarding names of departments and offices for which they are meant, and requesting issue

over.

SUBJECT.

GPB—50,000—1-12-12

4/2/16

of necessary instructions
in the matter.

Caution

The attention of all indenting
Officers is invited to the necessity
of filling in the Forms of indents
in detail so as to enable the
Depot to check the indents in
accordance with sanctioned
scales and maintain proper
accounts of issues and also
to direct the consignments
to the proper institutions.

In the case of indents by
Officers for Offices or Branches subordinate to
them, detailed information should
be furnished regarding the
particular Office or Branch for which
the indents are meant, the scale
of establishment allotted to the Office
and such other
details as are prescribed in
the stationery rules of Forms
of indents.

(Sd) H.W. Gidney 19/1/16
for Secretary to the Govt. of India
Army Department

Head of Office
By Command of H.E.
The Viceroy & Governor General

19/1/16